

**SAM II HR/PAYROLL  
PAYROLL PROCESSING SCHEDULE**

Down 6:00 pm							
PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY (2)	PRELIM GTN RUN BEGINS 6:00 p.m. (4)	REGULAR GTN/GL INTERFACE (5)	CHECKS AVAILABLE	CHECK DATE
Dec 2006 Pay Cycle 2	12/16/06 to 12/31/06	01/01/07	12/22/06 to 01/06/07	1/6/2007	1/8/2007	1/11/2007	01/16/07
Jan 2007 Pay Cycle 1	01/01/2007 to 01/15/07	01/16/07	01/09/07 to 01/23/07	1/23/2007	1/24/2007	1/29/2007	01/31/07
Jan 2007 Pay Cycle 2	01/16/07 to 01/31/07	02/01/07	01/25/07 to 02/06/07	2/6/2007	2/7/2007	2/13/2007	02/15/07
Feb 2007 Pay Cycle 1	02/01/07 to 02/15/07	02/16/07	02/8/07 to 02/21/07	2/21/2007	2/22/2007	2/26/2007	02/28/07
Feb 2007 Pay Cycle 2	02/16/07 to 02/28/07	03/01/07	02/23/07 to 03/07/07	3/7/2007	3/8/2007	3/13/2007	03/15/07
Mar 2007 Pay Cycle 1	03/01/07 to 03/15/07	03/16/07	3/9/2007 to 03/22/07	3/22/2007	3/23/2007	3/28/2007	03/30/07
Mar 2007 Pay Cycle 2	03/16/07 to 03/31/07	04/01/07	03/24/07 to 04/09/07	4/9/2007	4/10/2007	4/12/2007	04/16/07
Apr 2007 Pay Cycle 1	04/01/07 to 04/15/07	04/16/07	04/11/07 to 04/21/07	4/21/2007	4/23/2007	4/26/2007	04/30/07
Apr 2007 Pay Cycle 2	04/16/07 to 04/30/07	05/01/07	04/24/07 to 05/05/07	5/5/2007	5/7/2007	5/11/2007	05/15/07
May 2007 Pay Cycle 1	05/1/2007 to 05/15/07	05/16/07	05/08/07 to 5/22/07	5/22/2007	5/23/2007	5/29/2007	05/31/07
May 2007 Pay Cycle 2	05/16/07 to 05/31/07	06/01/07	05/24/07 to 06/07/07	6/7/2007	6/8/2007	6/13/2007	06/15/07
Jun 2007 Pay Cycle 1	06/01/2007 to 06/15/07	06/16/07	06/09/07 to 06/21/07	6/21/2007	6/22/2007	6/27/2007	06/29/07
Jun 2007 Pay Cycle 2	06/16/07 to 06/30/07	07/01/07	06/23/07 to 07/07/07	07/07/07***	7/9/2007	7/12/2007	07/16/07
July 2007 Pay Cycle 1	07/01/07 to 07/15/07	07/16/07	07/10/07 to 07/23/07	7/23/2007	7/24/2007	7/27/2007	07/31/07
July 2007 Pay Cycle 2	07/16/07 to 07/31/07	08/01/07	07/25/07 to 08/07/07	8/7/2007	8/8/2007	8/13/2007	08/15/07
Aug 2007 Pay Cycle 1	08/01/07 to 08/15/07	08/16/07	08/9/07 to 08/23/07	8/23/2007	8/24/2007	8/29/2007	08/31/07
Aug 2007 Pay Cycle 2	08/16/07 to 08/31/07	09/01/07	08/25/07 to 09/06/07	9/6/2007	9/7/2007	9/12/2007	09/14/07
Sept 2007 Pay Cycle 1	09/01/07 to 09/15/07	09/16/07	09/08/07 to 09/20/07	9/20/2007	9/21/2007	9/26/2007	09/28/07
Sept 2007 Pay Cycle 2	09/16/07 to 09/30/07	10/01/07	09/22/07 to 10/08/07	10/08/07*	10/9/2007	10/11/2007	10/15/07
Oct 2007 Pay Cycle 1	10/01/07 to 10/15/07	10/16/07	10/10/07 to 10/23/07	10/23/2007	10/24/2007	10/29/2007	10/31/07
Oct 2007 Pay Cycle 2	10/16/07 to 10/31/07	11/01/07	10/25/07 to 11/06/07	11/6/2007	11/7/2007	11/13/2007	11/15/07
Nov 2007 Pay Cycle 1	11/01/07 to 11/15/07	11/16/07	11/08/07 to 11/20/07	11/20/2007	11/21/2007	11/28/2007	11/30/07
Nov 2007 Pay Cycle 2	11/16/07 to 11/30/07	12/01/07	11/22/07 to 12/06/07	12/6/2007	12/7/2007	12/12/2007	12/14/07
Dec 2007 Pay Cycle 1	12/01/07 to 12/15/07	12/16/07	12/08/07 to 12/20/07	12/20/2007	12/21/2007	12/27/2007	12/31/07

(1) Position and Appointment Transactions (PSMTs and ESMTs) should be submitted as soon as the information to complete the transaction is known!

Transactions submitted after the Guaranteed Approval Date requiring OA Personnel action may not be processed in time for the Paycycle GTN Run.

(2) Note that system down time in the shaded columns overlap with the Time & Leave Entry period for the next pay cycle.

As an example, for the May 2007 Pay Cycle 2 the system will be down from 6:00 p.m. 06/07/07 until cycle has completed. This overlaps with the Time and Leave Entry dates of the June 2007 Pay Cycle 1.

(3) Direct deposit information must be submitted to OA Accounting as Agencies receive the information to assure proper processing.

(4) The HR/Payroll System will be UNAVAILABLE TO AGENCIES from 6:00 p.m. this date until completion of the cycle.

(5) GL Interface is the process where the Journal Vouchers get posted to the Financial System. To assure proper processing, the applicable Federal drawdowns and deposits must be accepted into the Financial System prior to this date.

(6) NOTE: The State Treasurer's Office will receive checks & direct deposit advices on the day after the Regular cycle.

The FINAL DEADLINE for return delivery is 5:00 pm the working day PRIOR to the "Checks Available" date shown above.

\*\*\*\*All LDPR entries must be entered with an effective date of 06/16/07 prior to this paycycle.

Any reporting categories should be added to the Financial System's RPTG table prior to June 30th.